

FOR APPROVAL

PUBLIC

OPEN SESSION

TO: UTSC Campus Council

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DATE: March 3, 2021 for March 10, 2021

AGENDA ITEM: 4B

ITEM IDENTIFICATION:

Operating Plans and Fees: UTSC Office of Student Experience and Wellbeing

JURISDICTIONAL INFORMATION:

Under the Terms of Reference for the University of Toronto Scarborough Campus Affairs Committee, section 4, the Committee is concerned with matters that directly concern the quality of student and campus life. Campus and student services, co-curricular programs, services and facilities, and compulsory non-academic incidental fees are among the areas within the responsibility of the Campus Affairs Committee (Section 5.1).

Section 5.3.2 (a) of the Campus Affairs Committee's Terms of Reference provide that "Policy matters concerning the Campus's co-curricular programs, services and facilities are the Committee's responsibility. Section 5.3.2 (b) states that "Annual approval of the campus's co-curricular programs', services' and facilities' operating plans is the responsibility of the Committee." Similarly, section 5.3.3 provides that "The Committee is responsible for policy concerning campus and student services and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Committee's approval."

The Operating Plans for campus and student services, as well as co-curricular programs, services and facilities, are recommended to the UTSC Campus Council for approval. Section 5.4.1 of the Committee's Terms of Reference require that compulsory non-academic incidental fees for student services "are approved by the UTSC Council on the recommendation of the UTSC Campus Affairs Committee."

Pursuant to the terms of the *Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees (the Protocol)*, approved by Governing Council on October 24, 1996, the UTSC Council on Student Services (CSS) reviews in detail the annual operating plans, including budgets and proposed compulsory non-academic incidental fees, and offers its advice to the Committee on these plans.

According to the terms of the Protocol, in the absence of approval by CSS (or by referendum among the relevant students), the Governing Council may approve (a) permanent increases in existing fees by a percentage less than or equal to the lesser of the Consumer Price Index (CPI) increase or the University of Toronto Index (UTI) increase; and (b) temporary three-year increases in existing fees by a percentage less than or equal to the greater of the CPI increase or the UTI increase. CPI is drawn from the University's long-range budget guidelines, and UTI is an indexation, as defined by the Protocol, of a fee.

GOVERNANCE PATH:

1. UTSC Campus Affairs Committee [For Recommendation] (February 11, 2021)
2. University Affairs Board [For Information] (March 4, 2021)
- 3. UTSC Campus Council [For Approval] (March 10, 2021)**
4. Executive Committee [For Confirmation] (March 25, 2021)

PREVIOUS ACTION TAKEN:

The Operating Plans for UTSC Student Experience and Wellbeing for the current fiscal year were presented to UTSC Campus Affairs Committee on February 11, 2020 and approved by the UTSC Campus Council on March 10, 2020.

Please see the documentation under item #5 on this agenda concerning consideration of the Administration's proposed plans by the UTSC Council on Student Services (CSS). The current (2020-21) fees for UTSC Student Experience and Wellbeing are:

Health & Wellness Service Fee:

\$77.04 per full-time student per session (\$15.41 for part-time students)

Athletics & Recreation Fee:

\$147.29 per full-time student per session (\$29.46 for part-time students)

Career Services Fee:

\$88.64 per full-time student per session (\$17.73 for part-time students)

Academic Support Fee:

\$42.09 per full-time student per session (\$8.42 for part-time students)

Student Buildings Fee:

\$33.45 per full-time student per session (\$6.69 for part-time students)

Other Student Services Fee:

\$19.78 per full-time student per session (\$3.96 for part-time students)

HIGHLIGHTS:

The experiences of Student Services and programs this past year and operating plans for 2021-22 are summarized in the documentation provided to the Committee by Desmond Pouyat, Dean of Student Experience and Wellbeing, UTSC.

The Health & Wellness Centre proposes an increase to the sessional fee for a full-time student to \$77.70 per full-time student per session (\$15.54 per part-time student per session); which represents a year over year increase of 0.86 % (\$0.66 for full-time student; \$0.13 for part-time student);

The Department of Athletics & Recreation proposes an increase to the sessional fee for a full-time student to \$147.29 per full-time student per session (\$29.46 per part-time student per session); which represents a year over year increase of 0% (\$0 for full-time student; \$0 for part-time student);

The Dean of Student Experience and Wellbeing proposes an increase to the Career Services sessional fee for a full-time student to \$89.12 per full-time student per session (\$17.82 per part-time student per session); which represents a year over year increase of 0.54 % (\$0.48 for full-time student; \$0.10 for part-time student);

The Dean of Student Experience and Wellbeing proposes an increase to the sessional Academic Support Fee for a UTSC-registered or UTSC- affiliated full-time student to \$53.56 per full-time student per session (\$10.71 per part-time student per session); which represents a year over year increase of 27.25 % (\$11.47 for full-time student; \$2.29 for part-time student)

The Dean of Student Experience and Wellbeing proposes an increase to the sessional Student Buildings Fee for a UTSC-registered or UTSC- affiliated full-time student to \$34.62 (\$6.92 per part-time student per session); which represents a year over year increase of 3.5 % (\$1.17 for full-time student; \$0.23 for part-time student);

The Dean of Student Experience and Wellbeing proposes an increase to the Other Student Services Fee for a UTSC-registered or UTSC- affiliated full-time student to \$20.22 (\$4.04 per part-time student per session); which represents a year over year increase of 2.22 % (\$0.44 for full-time student; \$0.09 for part-time student);

FINANCIAL IMPLICATIONS:

The UTSC Student Experience and Wellbeing operate without drawing substantially on the University's operating Income.

RECOMMENDATION:

Be it Resolved,

THAT subject to confirmation of the Executive Committee,

THAT, the 2021-22 operating plans and budgets for the UTSC Student Experience and Wellbeing (including the Health & Wellness Centre, Athletics & Recreation, Career Services, Academic Support, Student Buildings and Other Student Services), as presented in the documentation from Mr. Desmond Pouyat, Dean of Student Experience and Wellbeing, be approved; and

THAT the sessional Health & Wellness Service Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$77.70 per full-time student per session (\$15.54 per part-time student per session); which represents a year over year increase of 0.86 % (\$0.66 for full-time student; \$0.13 for part-time student);

THAT the sessional Athletics and Recreation Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$147.29 per full-time student per session (\$29.46 per part-time student per session); which represents a year over year increase of 0% (\$0 for full-time student; \$0 for part-time student);

THAT the sessional Career Services Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$89.12 per full-time student per session (\$17.82 per part-time student per session); which represents a year over year increase of 0.54 % (\$0.48 for full-time student; \$0.10 for part-time student);

THAT the sessional Academic Support Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$53.56 per full-time student per session (\$10.71 per part-time student per session); which represents a year over year increase of 27.25 % (\$11.47 for full-time student; \$2.29 for part-time student);

THAT the sessional Student Buildings Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$34.62 (\$6.92 per part-time student per session); which represents a year over year increase of 3.5 % (\$1.17 for full-time student; \$0.23 for part-time student);

THAT the sessional Other Student Services Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$20.22 (\$4.04 per part-time student per session); which represents a year over year increase of 2.22 % (\$0.44 for full-time student; \$0.09 for part-time student).

DOCUMENTATION PROVIDED:

1. Student Services Fee Budget, Accountabilities and Fee Process
2. FAQ Concerning Compulsory Fees Charged for University Operated Services
3. Brief Summary of Relevant Polices and Regulations Which Govern Compulsory Non-Academic Incidental Fees at the University of Toronto
4. Operating Plans Summary
5. SSF Schedule
6. CPI/UTI Calculations:
 - a. Health and Wellness Service Fee
 - b. Athletics and Recreation Fee
 - c. Career Services Fee
 - d. Academic Support Fee
 - e. Student Buildings Fee
 - f. Other Student Services Fee

TO: Members of the UTSC Campus Council
FROM: Desmond Pouyat, Dean of Student Experience and Wellbeing
DATE: February 11, 2021
SUBJECT: Student Services Fee Budget, Accountabilities and Fee Process

The Office of Student Experience and Wellbeing provides overall strategic, financial, and multi-year budget planning, and supervisory responsibility for the student services departments which includes:

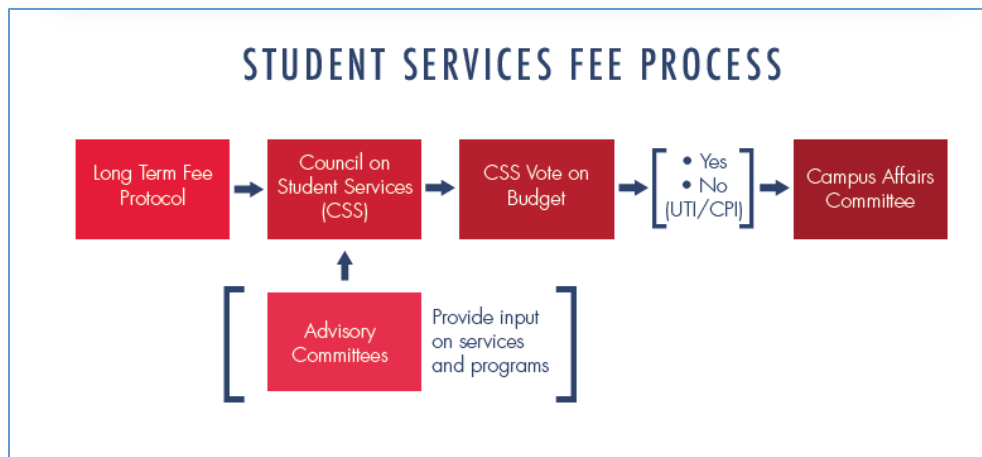
- **AccessAbility Services**
 - **The Academic Advising & Career Centre**
 - **The Health & Wellness Centre**
 - **Athletics & Recreation**
 - **Student Housing & Residence Life**
 - **The Department of Student Life**
 - **The International Student Centre**
-
- The Office is also responsible for student relations and works closely with the student union and other student leaders as well as a variety of campus partners to achieve positive results and impacts for student life and the student experience.
 - Strategic and positive collaboration with the Office of the Vice-Principal Academic & Dean on matters that impact the student experience.
 - Active collaboration on Student Crisis Management with the Director of Campus Safety and Security in the portfolio of the CAO working normally through the Student Welfare Committee and the tri-campus crisis team.
 - The Dean sits on the campus executive team and engages with the team in planning and the support of initiatives for such strategic issues as human resource priorities, new campus initiatives, new community learning partnerships, capital expansion such as the newly opened athletics facility, residence Phase V planning, tri-campus planning, program issues, new policy initiatives, and participation in campus issues management.
 - Working with tri-campus partners including the Vice Provost's Office on matters of importance to the student experience, funding, as well as issues related to risk, and issues management including policy development and implementation. Recent examples include the continued development of the co-curricular record, the mental health framework and policy framework related to issues of sexual violence.

BUDGET PROCESS

It is necessary to note that the framework which drives development of the budgets that are received at Campus Affairs Committee through the sponsorship of the Dean of Student Experience and Wellbeing follows strict process expectations that flow from the University of Toronto Governing Council’s Policy on Ancillary Fees, April 17th 1995, and that are clearly defined in the memorandum of agreement between the University, the student’s administrative council, the Graduate Students’ Union, and the Association of Part time Undergraduate Students for a long term protocol on the increase or introduction of compulsory non-tuition related fees (October 24, 1996). This agreement defines the Council on Student Services, and the means by which students would be involved in decisions to increase compulsory non- tuition fees, or to introduce new ones.

The operating plans and the 2021-22 Student Services Fee budget have been prepared following the consultative process framework as defined in that agreement. All budgets have adhered to the same process as defined in the protocol. The following information outlines in more detail the background and framework that guides this process for the budgets that are brought forward here.

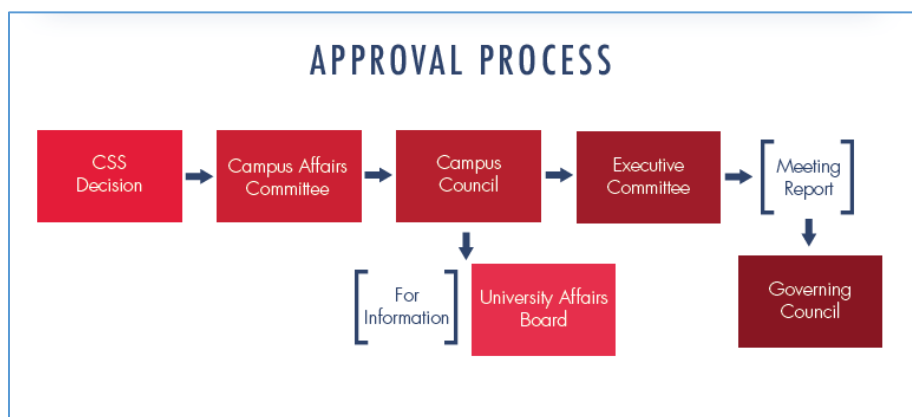
The process framework around the development and passage of these budgets follow the strict process expectations that flow from three University of Toronto policies: The Policy on Ancillary Fees, the Policy for Compulsory Non-Academic Incidental Fees, and the Protocol on Non-Tuition Related Fees. The Protocol is a Memorandum of Agreement between the university and the student governments with institutional standing at the time, concerning the establishment of, and increases to, non-tuition related fees (excluding student society fees) which was finalized and approved by the student governments and the Governing Council in October, 1996.



This agreement defines the institutional Council on Student Services (CSS), and makes provision for the creation of the UTSC Council on Student Services as the body through which students would be involved in decisions to

increase compulsory non- tuition fees, or to introduce new ones.

From September until the consideration of the operating plans and fees by CSS, there are regular meetings of CSS where each department presents its programs and services, achievements and challenges. Members have an opportunity to ask questions and voice opinions about proposed plans, the student experience and the associated costs. The process is meant to be educational and informative in a way that builds understanding prior to members having to make final decisions at the time of voting on the proposed budgets.



The operating plans, and the 2021-22 Student Services Fee Budget presented to CAC on February 11th is, as last year, and in previous years (when the plans were presented to the University Affairs Board), prepared following the consultative and advisory process as required in the Protocol and defined in the CSS Terms of Reference. The Health & Wellness and Athletics & Recreation budgets also follow the same process. Many student members of CSS also sit on advisory committees to each of the departments. These advisory bodies are another way for the student members of CSS to provide input on the services and programs offered as well as the budgets that support them.

While these advisory bodies are not required by the Protocol, they do act in the spirit of the agreement in that they provide an additional and in depth opportunity for most CSS student members to learn, understand, and contribute their advice to the services and budgets they are asked to support. The CSS and the advisory group process allow ample time, for the budgets to be closely examined, discussed, and reviewed. This review also includes oversight from the Finance Committee of CSS.

The Finance Committee is chaired by the Dean of Student Experience and Wellbeing and is comprised of presidents of the Scarborough Campus Students' Union, the Scarborough Campus Athletics Association, the Graduate Students' Association, and the Residence Life Council. All are voting members of CSS. It is an overarching group that is able to see and discuss with the Dean the overall impact of any proposed changes to the student fee. This body also acts in an advisory capacity with respect to the Office of Student Experience and Wellbeing and any fee changes that impacts the budget of the Office of Student Experience and Wellbeing.

Prior to the final recommendation to CSS there is a pre-budget meeting with CSS student representatives. It allows all student members of CSS (15) a final preview and discussion prior to the budgets being presented for a decision (vote) at the CSS table.

It should also be noted that for a budget, and in particular a recommendation of a fee increase, to be passed by CSS, it requires a simple majority of student voting members present at the time of the vote. Should a budget vote fail, the requested increase cannot move forward as presented, and instead a formula provided for under the Protocol may be invoked. This formula provides for a calculation to be made using the Consumer Price Index (CPI) defined under the University's long-range budget guidelines, and a University of Toronto Index (UTI) defined in the Protocol, to arrive at an increase, which can then be brought forward through CAC for recommendation to Campus Council.

As required by the Protocol, the decisions of CSS, whether positive or negative, will be conveyed to the Campus Affairs Committee (CAC) when the Operating Plans and Fees are presented to the Committee for consideration. At that point, the CSS decisions are considered advice to the Committee.

The process of budget preparation is also very strongly supported by departmental business officers working in tandem with the campus financial services team. Regular budget reviews throughout the year for variance analysis also takes place so as to address any emerging challenges and to ensure overall financial accountability.

For the 2021-22 budgets that are brought forward, we have closely followed and indeed exceeded the requirements of the Protocol with respect to the expected consultative process governing the development of the budgets presented. The process this year has once again seen robust involvement by students. Proposals and plans have been discussed and reviewed by the advisory committees, and each department has also presented on their programs and services at CSS meetings where questions and discussion have taken place about programs and services offered and the respective challenges faced. Discussions have also occurred at the Finance Committee of CSS which has an overview of the impact of any fee changes. This group is usually the first to see what the total proposed fee options look like depending on the challenges and initiatives that are proposed. This year, on the request of CSS student members, there was also an additional meeting where budget questions were fielded and building budget literacy was the focus.

REQUESTS FOR FEE INCREASES

CSS was given the following proposals from the administration:

An Increase to Health & Wellness Service Fee from \$77.04 to \$77.70 per full-time student per session (\$15.41 to \$15.54 per part-time student per session); which represents a year over year increase of 0.86 % (\$0.66 for full-time student; \$0.13 for part-time student);

An Increase to Athletics and Recreation Fee from \$147.29 to \$147.29 per full-time student per session (\$29.46 to \$29.46 per part-time student per session); which represents a year over year increase of 0% (\$0 for full-time student; \$0 for part-time student);

An Increase to Career Services Fee from \$88.64 to \$89.12 per full-time student per session (\$17.73 to \$17.82 per part-time student per session); which represents a year over year increase of 0.54 % (\$0.48 for full-time student; \$0.10 for part-time student);

An Increase to Academic Support Fee from \$42.09 to \$53.56 per full-time student per session (\$8.42 to \$10.71 per part-time student per session); which represents a year over year increase of 27.25 % (\$11.47 for full-time student; \$2.29 for part-time student);

An Increase to Student Buildings Fee from \$33.45 to \$34.62 per full-time student per session (\$6.69 to \$6.92 per part-time student per session); which represents a year over year increase of 3.5 % (\$1.17 for full-time student; \$0.23 for part-time student);

An Increase to Other Student Services Fee from \$19.78 to \$20.22 per full-time student per session (\$3.96 to \$4.04 per part-time student per session); which represents a year over year increase of 2.22 % (\$0.44 for full-time student; \$0.09 for part-time student);

Following are the recommendations to the UTSC Campus Council:

THAT, the 2021-22 operating plans and budgets for the UTSC Student Experience and Wellbeing (including the Health & Wellness Centre, Athletics & Recreation, Career Services, Academic Support, Student Buildings and Other Student Services), as presented in the documentation from Mr. Desmond Pouyat, Dean of Student Experience and Wellbeing, be approved; and

THAT the sessional Health & Wellness Service Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$77.70 per full-time student per session (\$15.54 per part-time student per session); which represents a year over year increase of 0.86 % (\$0.66 for full-time student; \$0.13 for part-time student);

THAT the sessional Athletics and Recreation Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$147.29 per full-time student per session (\$29.46 per part-time student per session); which represents a year over year increase of 0% (\$0 for full-time student; \$0 for part-time student);

THAT the sessional Career Services Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$89.12 per full-time student per session (\$17.82 per part-time student per session); which represents a year over year increase of 0.54 % (\$0.48 for full-time student; \$0.10 for part-time student);

THAT the sessional Academic Support Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$53.56 per full-time student per session (\$10.71 per part-time student per session); which represents a year over year increase of 27.25 % (\$11.47 for full-time student; \$2.29 for part-time student))

THAT the sessional Student Buildings Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$34.62 (\$6.92 per part-time student per session); which represents a year over year increase of 3.5 % (\$1.17 for full-time student; \$0.23 for part-time student);

THAT the sessional Other Student Services Fee for a UTSC-registered or UTSC- affiliated full-time student be increased to \$20.22 (\$4.04 per part-time student per session); which represents a year over year increase of 2.22 % (\$0.44 for full-time student; \$0.09 for part-time student);

The total increase for 2021-22 across all budgets is \$14.22 or 3.48 % per full-time student per session (\$2.84 per part-time student) resulting in an overall fee of \$422.51 per session per full-time student (\$84.50 for part-time student).

All in all, 2021-22 should be a year of continued growth and change for the campus, for the student experience, and for the programs and services that support student success. Our focus on finding ways to improve program delivery, secure efficiencies, and set priorities will ensure our success as we continue to support students, and deliver programs and services on a growing campus.

Sincerely,



Desmond Pouyat
Dean of Student Experience and Wellbeing

Frequently Asked Questions Concerning Compulsory Fees Charged for University Operated Services

At this meeting, the administration will present the proposed operating plans and fees associated with a number of University operated student for the upcoming fiscal year. The following frequently asked questions and answers are presented for the information of members.

1. What policies govern fees charged for University operated student services?

Three U of T policies govern these fees: the Policy on Ancillary Fees; the Policy for Compulsory Non-Academic Incidental Fees; and the Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-Tuition Related Fees.¹ The Memorandum is commonly referred to as the Protocol on Non-Tuition Fees or simply the Protocol. The Protocol is considered to be both an agreement between the University and the student organizations as required by Ministry of Training, Colleges & Universities guidelines, and a policy of the University approved by the Governing Council. The policies are available on the Governing Council web site and are described on the page attached to this document.

2. What is the Protocol?

The Protocol is the Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees. The Protocol describes the procedures and limitations associated with the establishment of and increases to compulsory non-academic incidental fees charged for University operated student services. Such a protocol is required pursuant to a guideline of the Ministry of Colleges & Universities.

3. What is UTI?

UTI is the University of Toronto Index. Generally speaking, UTI is an indexation of a service's fee which takes into account changes in salary and benefit costs, revenue from other sources, occupancy costs, and changes in enrolment. It is calculated separately for each fee. The result of the calculation is an indexed fee. For comparison purposes, it is sometimes described as a percentage increase from the previous year. Appendix C of the Protocol describes the method for calculating UTI. Appendix E illustrates examples of the calculations.

¹ Pursuant to a condition of the approval by the Governing Council in 2004 of the Scarborough Campus Students' Union (SCSU) as a 'representative student committee' of the University, the Students' Administrative Council (operating as the University of Toronto Students' Union, UTSU) continues to represent full-time undergraduate UTSC students for the purposes of the Protocol as an agreement. Full-time undergraduate students on the UTM campus continue to be members of UTSU and are represented by UTSU for the purposes of the Protocol as an agreement. Part-time undergraduate students on all three campuses are members of the Association of Part-time Undergraduate Students (APUS) and continue to be represented by this organization in respect of the Protocol as an agreement.

4. What is CPI?

CPI is the inflation factor equal to the Consumer Price Index as described in the University of Toronto's Long-range Budget Projection Assumptions and Strategies (or its equivalent).

5. What are COSS, QSS and CSS?

COSS is the Council on Student Services, QSS is the UTM Quality Services to Students group, and CSS is the UTSC Council on Student Services. Collectively, these are referred to as the 'Protocol Bodies.' Pursuant to the Protocol, the main duty of the Protocol Bodies is to provide advice to the Governing Council in respect of the services' operating plans, budgets and changes in fees governed by the Protocol. Pursuant to the University of Toronto Act, 1971, the Governing has delegated authority to approve compulsory non-academic incidental fees to the University Affairs Board and to the UTM and UTSC Campus Councils (both of which receive recommendations from the respective Campus Affairs Committees). The decisions of COSS, QSS and CSS (i.e., approval or failure to approve) related to operating plans and fees of student services are conveyed to the appropriate bodies of the Governing Council when the services' plans are under consideration.

6. Are there limitations with respect to increases to fees charged for University operated services?

Prior to the approval by the appropriate bodies of the Governing Council, permanent increases to fees which are larger than the lesser of CPI or UTI require the approval of either: (a) approval of the relevant Protocol Body including a majority of the student members present at the meeting at which the fee proposal is considered²; or (b) the majority of the relevant students voting in a referendum.

7. If COSS, QSS, or CSS decline to recommend approval of operating plans and fees, what options are available to the administration?

If the relevant Protocol Body does not approve a proposed fee increase, the administration is entitled to seek approval by the Governing Council of:

(a) a permanent fee increase of the lesser of CPI or UTI;

and

(b) a temporary (three year) increase of the greater of CPI or UTI.

8. What rules govern referenda concerning increases to student services fees?

Appendix D of the Protocol describes the procedures for referenda for increases in compulsory non-academic incidental fees covered by the Protocol. It provides that referenda must be conducted by mailing ballots (i.e., via Canada Post) to applicable students. The Protocol does not permit referenda to be

² Some refer to this as a "double majority" (i.e., among those present and voting at a duly constituted meeting of the Protocol Body, approval of the majority of the voting members, and approval of the majority of the student voting members).

conducted electronically via the Internet.

9. Are student societies required to comply with the Protocol in respect of their own fees?

No. However, student societies are required to meet the requirements articulated in the Policy for Compulsory Non-Academic Incidental Fees.

10. Why is there more than one fee?

Some fees for some specific services have existed for many years, in some cases decades. “Student Services” fees were introduced in 1993. The Student Services fees on each campus fund a range of programs and units. The Protocol specifically identifies a number of fees as following under its provisions, including the respective Student Services, Health Services, and Athletics and Recreation fees for each campus³. The Hart House fee is also explicitly identified. In practice, the University treats all fees described by Category 1 of the Policy on Ancillary Fees as subject to the terms of the Protocol. With respect to the operations funded by each fee, the Protocol allows for the reallocation of resources in response to changing service demands. However, the reallocation may not, without appropriate approval, result in the creation of a new service or the discontinuation of an existing service.

11. Why aren’t the fees indexed automatically?

The Protocol does not provide this as an option.

12. What’s the difference between compulsory non-academic incidental fees and other ancillary fees?

“Compulsory non-academic incidental fees” include those charged for student services provided by the University, student societies, and special projects. Fees charged for University operated services fall under Category 1 of the Policy on Ancillary Fees, are subject to the provisions of the Policy for Compulsory Non-Academic Incidental Fees, and fall under the jurisdiction of the Protocol. Other ancillary fees are charged for a variety of items and services (e.g., library fines, and cost recovery fees for equipment that becomes the property of a student). The UTM and UTSC Campus Affairs Committees and Campus Councils, and the University Affairs Board, are responsible for matters concerning compulsory non-academic incidental fees. The Business Board is responsible for matters related to other ancillary fees.

13. Are incidental fee increases automatically covered by OSAP and UTAPS?

Both OSAP and UTAPS consider compulsory non-academic incidental fees to be part of the amount included in the assessment.

³ In 2002, the University Affairs Board approved the separation of the St. George Campus Student Services fee into two fees, the Student Affairs fee and the Student Services fee (both of which funded a range of programs and services). In 2008, the University Affairs Board approved a proposal to combine the St. George Campus Student Services, Student Affairs, and Student Affairs fees into a single fee named the Student Life Programs and Services fee.

14. Are incidental fees for student services refundable?

No. The University charges the applicable compulsory non-academic incidental fees to all students, with very few exceptions. There are, however, some portions of student society fees for which students may receive a refund upon request directly from the student society⁴.

15. How do students become aware of the services and organizations to which they pay fees?

The individual fees charged are listed in the student account information available through the web service of ROSI. Students become aware of the services and organizations through a variety of means including University print publications, the University's websites, student society handbooks, and various orientation programs including those offered by the various services.

16. Who can I contact in the administration for more information about compulsory non- academic incidental fees and the University's practices concerning these matters?

The Office of the Vice-Provost, Students and First-Entry Divisions can answer questions concerning these matters.

⁴ Some conditions may apply.

Brief Summary of Relevant Policies and Regulations Which Govern Compulsory

Non-Academic Incidental Fees at the University of Toronto

Three University of Toronto policies govern compulsory non-academic incidental fees and charges of these fees to students:

Policy on Ancillary Fees: The Policy describes categories of permitted ancillary fees including fees for services provided by the University (Category 1), fees for student organizations (Category 2), fees for special projects, including capital projects funded by a student levy through a student society (Category 3), cost recovery fees (e.g., equipment), user fees and fines (e.g., library fines), and system wide fees (e.g., University Health Insurance Plan).

Policy for Compulsory Non-Academic Incidental Fees: The Policy provides the requirements and conditions associated with compulsory charges Categories 1, 2 and 3, outlined in the Policy on Ancillary Fees (i.e., student services fees, student society fees, and special projects fees). The manner in which these fees are charged is also described. Specific requirements applicable to student societies are included in the Policy.

Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees: The "Protocol on Non-Tuition Fees" or simply the Protocol describes the procedures and limitations associated with the establishment of and increases to compulsory non-academic incidental fees charged for University operated student services (i.e., Category 1 of the Policy on Ancillary Fees). The terms of reference and rules of procedure for the Council on Student Services (COSS) is also provided. COSS has an advisory role to the University Affairs Board on the approval of St. George Campus and University-wide student services fees. Pursuant to the Protocol, the former faculty councils of UTM and UTSC established the UTM Quality Service to Students Committee (QSS) and the UTSC Council on Student Services (CSS) respectively. QSS and CSS provide advice to the UTM and UTSC Campus Affairs Committees and Campus Councils in relation to the consideration of student services fees charged only to students on those campuses¹.

There is one key government guidelines on issues related to compulsory ancillary fees: Section 5.2 of the **Ontario Operating Funds Distribution Manual** (Ministry of Colleges and Universities) outlines conditions on charging non-tuition-related compulsory ancillary fees. In particular, the Ministry's guidelines require universities to establish protocols with student governments (defined as the minimum number of student organizations which have elected leadership and which when viewed in combination, represent all students charged compulsory fees) which set out the "means by which students will be involved in decisions to increase existing compulsory non-tuition-related ancillary fees or introduce new ones." The University's Protocol described above is mandated by this Ministry guideline. The guidelines became effective for the 1994-95 year and have not been reviewed or revised since.

¹ Innis College has established a Student Services Committee, which provides advice to the Innis College Council, and in turn, to the University Affairs Board.

Operating Plans: UTSC Student Experience and Wellbeing

2021-2022 PROPOSED TO CSS

	2021-2022	2020-2021	Fee Increase (\$)	Fee Increase (%)
Health and Wellness Service Fee	\$77.70 per FT student \$15.54 per PT student	\$77.04 per FT student \$15.41 per PT student	\$0.66 \$0.13	0.86%
Athletics and Recreation Fee	\$147.29 per FT student \$29.46 per PT student	\$147.29 per FT student \$29.46 per PT student	\$0.00 \$0.00	0%
Career Services Fee	\$89.12 per FT student \$17.82 per PT student	\$88.64 per FT student \$17.73 per PT student	\$0.48 \$0.10	0.54%
Academic Support Fee	\$53.56 per FT student \$10.71 per PT student	\$42.09 per FT student \$8.42 per PT student	\$11.47 \$2.29	27.25%
Student Buildings Fee	\$34.62 per FT student 6.92 per PT student	\$33.45 per FT student \$6.69 per PT student	\$1.17 \$0.23	3.5%
Other Student Service Fee	\$20.22 per FT student 4.04 per PT student	\$19.78 per FT student \$3.96 per PT student	\$0.44 \$0.09	2.22%
Total Fees	\$422.51 per FT student \$84.50 per PT student	\$408.29 per FT student \$81.66 per PT student	\$14.22 per FT \$2.84 per PT	3.48%

Highlights:

- The Office of Student Experience and Wellbeing operates without drawing substantially on UTSC's operating income.
- Pursuant to the terms of the Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees (the "Protocol"), and the Policy on Compulsory Non-Academic Incidental Fees approved by Governing Council on October 24, 1996, the UTSC Council on Student Services (CSS) reviews in detail the annual operating plans, including budgets and proposed compulsory non-academic incidental fees, and offers its advice to the UTSC Campus Affairs Committee (CAC) on these plans.
- These plans have been closely reviewed and examined by the student advisory committees, as well as the Finance Committee of CSS.
- These plans were presented to CSS for a vote on January 21, 2021.
- In our proposed operating plans we focus on continuing to deliver excellent programs and services but also on improvements in the efficiency of how we deliver programs and services, always searching for ways to improve our processes, so that we can effectively respond to our growing campus by getting the most out of our existing resources.

**UNIVERSITY OF TORONTO SCARBOROUGH
STUDENT SERVICE FEES
2021-22**

	<u>Gross Direct Expenditure</u>	<u>Building Occupancy Costs</u>	<u>Gross Direct and Indirect Expenditure</u>	<u>Operating Budget Support</u>	<u>UofT Internal Recovery</u>	<u>Other Income</u>	<u>St. George Attributions</u>	<u>Net Cost For Fee Purposes</u>	<u>% of Total Costs</u>	<u>2021-22 Fee per Session</u> <i>Full-time</i>	<u>2020-21 Fee per Session</u> <i>Full-time</i>	<u>Fee Increase (\$)</u> <i>Full-time</i>	
Health & Wellness Fee	3,719,854	86,124	3,805,978	(598,813)	(160,172)	(663,344)	-	\$ 2,383,649	18.4%	\$77.70	\$77.04	\$0.66	
Athletics & Recreation Fee	2,973,799	1,902,412	4,876,211	-	(5,000)	(173,754)	(179,189)	\$ 4,518,268	34.9%	\$147.29	\$147.29	\$0.00	
Career Services Fee	3,646,298	80,115	3,726,414	(1,052,854)	(133,503)	(16,000)	209,690	\$ 2,733,747	21.1%	\$89.12	\$88.64	\$0.48	
Academic Support Fee	2,500,841	50,101	2,550,941	(830,181)	(42,614)	(35,000)	-	\$ 1,643,146	12.7%	\$53.56	\$42.09	\$11.47	
Student Buildings Fee	194,347	841,906	1,036,253	-	-	-	25,703	\$ 1,061,956	8.2%	\$34.62	\$33.45	\$1.17	
Other Student Service Fees	1,228,013	17,916	1,245,928	(547,131)	(78,411)	-	-	\$ 620,386	4.8%	\$20.22	\$19.78	\$0.44	
TOTAL STUDENT SERVICE FEES	14,263,152	2,978,573	17,241,725	(3,028,979)	(419,700)	(888,098)	56,204	\$ 12,961,151	100%	\$ 422.51	\$ 408.29	\$ 14.22	3.48%

ENROLMENT PROJECTIONS:

Full-time	29,542
Part-time	5,668
	<u>35,210</u>

University of Toronto Scarborough

2021-22

Health Services Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)		2,095,216
Average ATB Increase/Decrease for Appointed Staff		4.00%
Indexed Salaries Base		2,179,025
Average Benefit Cost Rate		23.50%
Indexed Appointed Salary and Benefits Base		2,691,095
Casual/PT Salary Expenditure Base (previous year)		654,584
Average ATB Incr./Decr. for casual/pt staff		2.50%
Indexed Casual/PT Salary Base		670,948
Average Benefit Cost Rate		10%
Indexed Casual/PT Salary and Benefits Expenditure Base		738,043
Indexed Salary and Benefits Expenditure Costs		3,429,138
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(1,470,108)
Add the Non-Salary Expenditure Base (previous year)	+	430,635
Add the Occupancy Costs (current year)	+	86,124
Reduce by the proportion of non-student use (current year)	-	-
Add Attributions from St. George (current year)	+	-
Costs for UTI Purposes		\$ 2,475,789
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,676
UTI Indexed Fee		\$ 80.71
\$ Amount of UTI based increase (over adjusted fee base)		\$ 3.67
% Amount of UTI based increase (over adjusted fee base)		4.76%
Consumer Price Index		
Fee Per Session (previous year)		\$ 77.04
Less: Removal of old temporary fee	-	-
Adjusted fee base		77.04
Consumer Price Index		2.00%
Consumer Price Indexed Fee		\$ 78.58
\$ Amount of CPI based increase		\$ 1.54

Combined Fee Increase		
Fee Per Session (previous year)		\$ 77.04
Less: Removal of old temporary fee	-	\$ -
Adjusted fee base		\$ 77.04
CPI Based Fee Increase	+	\$ 1.54
UTI Based Fee Increase	+	\$ 3.67
Indexed Full Time Fee		\$ 82.25

University of Toronto Scarborough

2021-22

Athletics and Recreation Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)	\$	921,640
Average ATB Increase/Decrease for Appointed Staff		<u>4.00%</u>
Indexed Salaries Base		958,506
Average Benefit Cost Rate		23.50%
Indexed Appointed Salary and Benefits Base		1,183,754
Casual/PT Salary Expenditure Base (previous year)		241,192
Average ATB Incr./Decr. for casual/pt staff		<u>2.50%</u>
Indexed Casual/PT Salary Base		247,222
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		<u>271,944</u>
Indexed Salary and Benefits Expenditure Costs		\$ 1,455,698
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(219,701)
Add the Non-Salary Expenditure Base (previous year)	+	1,453,100
Add the Occupancy Costs (current year)	+	1,902,412
Reduce by the proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	-
Costs for UTI Purposes		\$ 4,591,509
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,676
UTI Indexed Fee		\$ 149.68
\$ Amount of UTI based increase (over adjusted fee base)		\$ 2.39
% Amount of UTI based increase (over adjusted fee base)		1.62%
Consumer Price Index		
Fee Per Session (previous year)		\$ 147.29
Less: Removal of old temporary fee	-	-
Adjusted fee base		\$ 147.29
Consumer Price Index		2.00%
Consumer Price Indexed Fee		\$ 150.24
\$ Amount of CPI based increase		\$ 2.95

Combined Fee Increase		
Fee Per Session (previous year)		\$ 147.29
Less: Removal of old temporary fee	-	-
Adjusted fee base		147.29
CPI Based Fee Increase	+	2.95
UTI Based Fee Increase	+	2.39
Indexed Full Time Fee		\$ 152.62

University of Toronto Scarborough

2021-22

Career Services Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)		\$ 2,489,332
Average ATB Increase/Decrease for Appointed Staff		<u>4.00%</u>
Indexed Salaries Base		2,588,905
Average Benefit Cost Rate		23.50%
Indexed Appointed Salary and Benefits Base		3,197,298
Casual/PT Salary Expenditure Base (previous year)		138,386
Average ATB Incr./Decr. for casual/pt staff		<u>2.50%</u>
Indexed Casual/PT Salary Base		141,846
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		<u>156,031</u>
Indexed Salary and Benefits Expenditure Costs		\$ 3,353,329
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(1,252,334)
Add the Non-Salary Expenditure Base (previous year)	+	442,677
Add the Occupancy Costs (current year)	+	80,115
Reduce by the proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	203,807
Costs for UTI Purposes		\$ 2,827,594
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,676
UTI Indexed Fee		\$ 92.18
\$ Amount of UTI based increase (over adjusted fee base)		\$ 3.54
% Amount of UTI based increase (over adjusted fee base)		3.99%
Consumer Price Index		
Fee Per Session (previous year)		\$ 88.64
Less: Removal of old temporary fee	-	-
Adjusted fee base		\$ 88.64
Consumer Price Index		2.00%
Consumer Price Indexed Fee		\$ 90.41
\$ Amount of CPI based increase		\$ 1.77

Combined Fee Increase		
Fee Per Session (previous year)		\$ 88.64
Less: Removal of old temporary fee	-	-
Adjusted fee base		88.64
CPI Based Fee Increase	+	1.77
UTI Based Fee Increase	+	3.54
Indexed Full Time Fee		\$ 93.95

University of Toronto Scarborough
2021-22
Academic Support Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)		\$ 1,362,313
Average ATB Increase/Decrease for Appointed Staff		<u>4.00%</u>
Indexed Salaries Base		1,416,806
Average Benefit Cost Rate		23.50%
Indexed Appointed Salary and Benefits Base		1,749,755
Casual/PT Salary Expenditure Base (previous year)		56,055
Average ATB Incr./Decr. for casual/pt staff		<u>2.50%</u>
Indexed Casual/PT Salary Base		57,456
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		<u>63,202</u>
Indexed Salary and Benefits Expenditure Costs		\$ 1,812,956
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(767,559)
Add the Non-Salary Expenditure Base (previous year)	+	353,478
Add the Occupancy Costs (current year)	+	50,101
Reduce by the proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	
Costs for UTI Purposes		\$ 1,448,976
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,676
UTI Indexed Fee		\$ 47.23
\$ Amount of UTI based increase (over adjusted fee base)		\$ 5.14
% Amount of UTI based increase (over adjusted fee base)		12.22%
Consumer Price Index		
Fee Per Session (previous year)		\$ 42.09
Less: Removal of old temporary fee	-	-
Adjusted fee base		\$ 42.09
Consumer Price Index		2.00%
Consumer Price Indexed Fee		\$ 42.93
\$ Amount of CPI based increase		\$ 0.84
Combined Fee Increase		
Fee Per Session (previous year)		\$ 42.09
Less: Removal of old temporary fee	-	-
Adjusted fee base		42.09
CPI Based Fee Increase	+	0.84
UTI Based Fee Increase	+	5.14
Indexed Full Time Fee		\$ 48.08

University of Toronto Scarborough

2021-22

Student Buildings Fee Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)	\$	-
Average ATB Increase/Decrease for Appointed Staff		<u>4.00%</u>
Indexed Salaries Base		-
Average Benefit Cost Rate		23.50%
Indexed Appointed Salary and Benefits Base		-
Casual/PT Salary Expenditure Base (previous year)		-
Average ATB Incr./Decr. for casual/pt staff		<u>2.50%</u>
Indexed Casual/PT Salary Base		-
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		-
Indexed Salary and Benefits Expenditure Costs	\$	-
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	-
Add the Non-Salary Expenditure Base (previous year)	+	196,007
Add the Occupancy Costs (current year)	+	841,906
Reduce by the proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	25,703
Costs for UTI Purposes		\$ 1,063,616
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,676
UTI Indexed Fee		\$ 34.67
\$ Amount of UTI based increase (over adjusted fee base)	\$	1.22
% Amount of UTI based increase (over adjusted fee base)		3.65%
Consumer Price Index		
Fee Per Session (previous year)	\$	33.45
Less: Removal of old temporary fee	-	-
Adjusted fee base	\$	33.45
Consumer Price Index		2.00%
Consumer Price Indexed Fee		\$ 34.12
\$ Amount of CPI based increase	\$	0.67

Combined Fee Increase		
Fee Per Session (previous year)	\$	33.45
Less: Removal of old temporary fee	-	-
Adjusted fee base		33.45
CPI Based Fee Increase	+	0.67
UTI Based Fee Increase	+	1.22
Indexed Full Time Fee		\$ 35.34

University of Toronto Scarborough

2021-22

Other Student Service Fees Calculation

University of Toronto Scarborough Index		
Appointed Salary Expenditure Base (previous year)	\$	591,831
Average ATB Increase/Decrease for Appointed Staff		<u>4.00%</u>
Indexed Salaries Base		615,504
Average Benefit Cost Rate		23.50%
Indexed Appointed Salary and Benefits Base		760,148
Casual/PT Salary Expenditure Base (previous year)		77,435
Average ATB Incr./Decr. for casual/pt staff		<u>2.50%</u>
Indexed Casual/PT Salary Base		79,370
Average Benefit Cost Rate		10.00%
Indexed Casual/PT Salary and Benefits Expenditure Base		<u>87,307</u>
Indexed Salary and Benefits Expenditure Costs	\$	847,455
Add an Estimate of Severance Costs (current year)	+	-
Subtract Net Revenue from Other Sources (previous year)	-	(530,669)
Add the Non-Salary Expenditure Base (previous year)	+	303,280
Add the Occupancy Costs (current year)	+	17,915
Reduce by the proportion of non-student use (current year).	-	-
Add Attributions from St. George (current year)	+	-
Costs for UTI Purposes	\$	637,981
Divide the difference by the projected enrolment (current year) giving part-time student enrolment the established weight.	÷	30,676
UTI Indexed Fee	\$	20.80
\$ Amount of UTI based increase (over adjusted fee base)	\$	1.02
% Amount of UTI based increase (over adjusted fee base)		5.14%
Consumer Price Index		
Fee Per Session (previous year)	\$	19.78
Less: Removal of old temporary fee	-	-
Adjusted fee base	\$	19.78
Consumer Price Index		2.00%
Consumer Price Indexed Fee	\$	20.18
\$ Amount of CPI based increase	\$	0.40

Combined Fee Increase		
Fee Per Session (previous year)	\$	19.78
Less: Removal of old temporary fee	-	-
Adjusted fee base		19.78
CPI Based Fee Increase	+	0.40
UTI Based Fee Increase	+	1.02
Indexed Full Time Fee	\$	21.19



OFFICE OF
**STUDENT EXPERIENCE
& WELLBEING**

Operating Plans

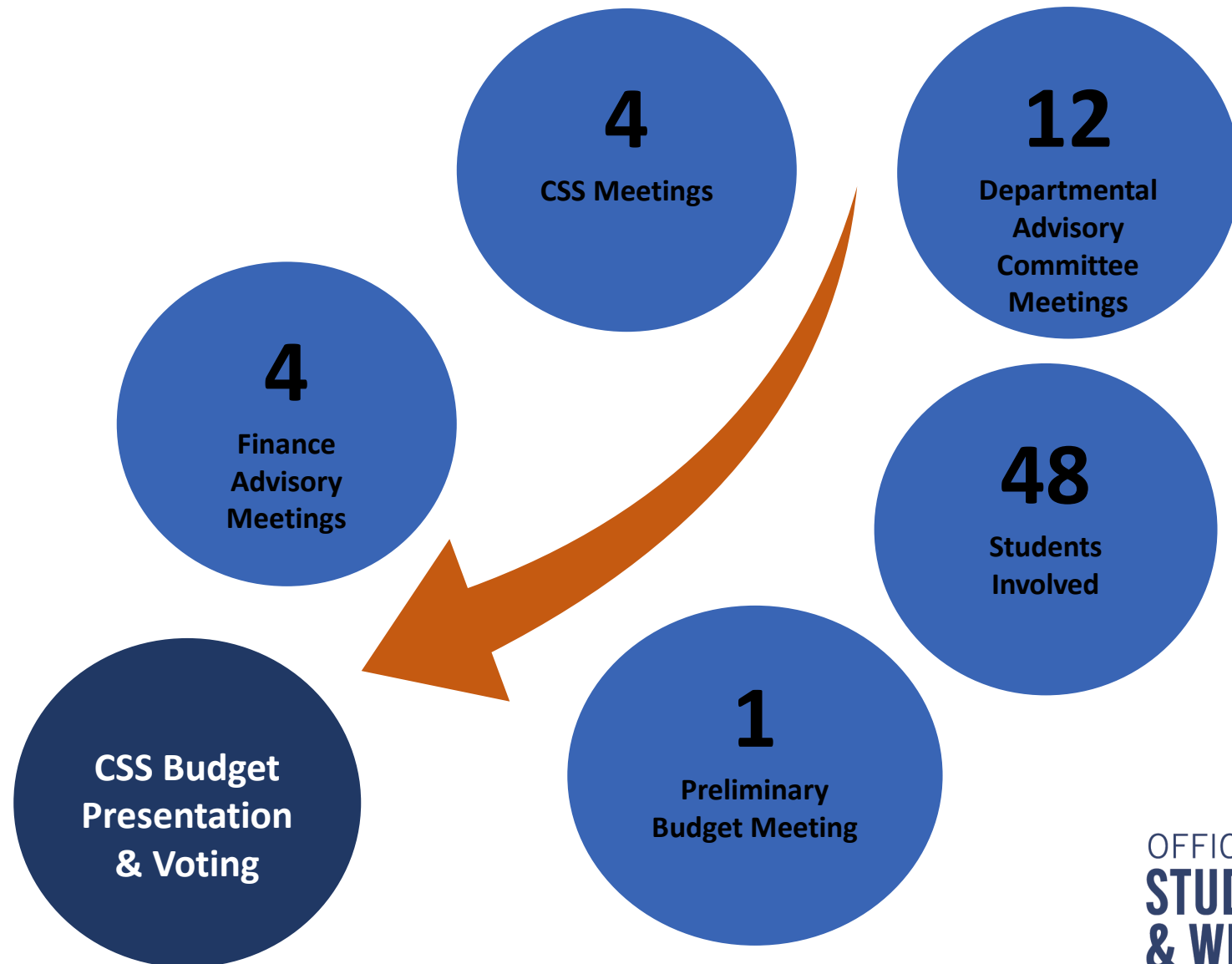
March 10, 2021

CSS Themes for 2020-21

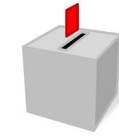
- Impacts from Pandemic
- Supporting student population through COVID : Online engagement, support, virtual campus life, etc
- Student Mental Health
- Supporting Black students, Black community, addressing anti-Black Racism



A Robust Process governed by the Protocol



Proposed Budget



	2021-2022	2020-2021	Fee Increase (\$)	Fee Increase (%)	UTI	CPI	UTI + CPI
Health and Wellness Service Fee	\$77.70 per FT student \$15.54 per PT student	\$77.04 per FT student \$15.41 per PT student	\$0.66 \$0.13	0.86%	4.76%	2.00%	6.76%
Athletics and Recreation Fee	\$147.29 per FT student \$29.46 per PT student	\$147.29 per FT student \$29.46 per PT student	\$0.00 \$0.00	0%	1.62%	2.00%	3.62%
Career Services Fee	\$89.12 per FT student \$17.82 per PT student	\$88.64 per FT student \$17.73 per PT student	\$0.48 \$0.10	0.54%	3.99%	2.00%	5.99%
Academic Support Fee	\$53.56 per FT student \$10.71 per PT student	\$42.09 per FT student \$8.42 per PT student	\$11.47 \$2.29	27.25%	12.22%	2.00%	14.22%
Student Buildings Fee	\$34.62 per FT student 6.92 per PT student	\$33.45 per FT student \$6.69 per PT student	\$1.17 \$0.23	3.5%	3.65%	2.00%	5.65%
Other Student Service Fee	\$20.22 per FT student 4.04 per PT student	\$19.78 per FT student \$3.96 per PT student	\$0.44 \$0.09	2.22%	5.14%	2.00%	7.14%
Total Fees	\$422.51 per FT student \$84.50 per PT student	\$408.29 per FT student \$81.66 per PT student	\$14.22 per FT \$2.84 per PT	3.48%	4.16%	2.00%	6.16%



Impact on University and Campus

- The Student Affairs operating plan poses no risk to UTSC's operating budget or the university budget